

**Minutes of the Local Academy Committee meeting held on Tuesday 21 January 2025**  
**Main Meeting: 4pm – 5.30pm at Redgate Primary Academy**

Governor name	Initials	Governor category	A = absence
Mr Peter Edwards	PE	Chair of Academy Committee	
Mrs Lynn Weeks	LW	Vice Chair of Academy Committee	
Mr Lyndon Stocks	LSt	Appointed AC governor	
Mrs Zoe Clayton	ZC	Staff Appointed AC governor	

In attendance:

Staff name	Initials	Role	
Mrs Lucy Spacey	LS	Executive Principal – RPA + YPA	
Mr Courtney Hoop	CH	Principal - YPA	
Mrs Claire Gouthwaite	CG	Principal - RPA	
Mrs Lorraine Robinson	LR	Assistant Principal	A
Mrs Rhianne Chambers	RC	Governance Professional (Clerk)	
Mr Douglas Pink	DP	Observing pending appointment	
Mr James Coope	JC	Observing pending appointment	
Quorum Required	2	Governors Present	4

**Governor support, questions and challenge: Responses**

Item No	Item	Action/ by who/when
RPA/YPA/024/2425	<b>Welcome and apologies for absence</b> The Chair welcomed everyone to the meeting. The 2 observers were introduced to the committee and everyone introduced themselves.	
RPA/YPA/025/2425	<b>Declarations of interest</b> There were no declarations of interest, either direct or indirect, for any items of business on the agenda. The chair asked if anyone had any declarations to update. Mr Edwards confirmed he has 2 new declarations of interest 1. CofE Disability Project Board from January 2025 2. CofE Disability Grants Panel from October 2024	
RPA/YPA/	<b>Governance report</b>	

026/2425	<ul style="list-style-type: none"> <li><b>Local response following central training – cyber security</b></li> </ul> <p>It was confirmed that all governors have completed the cyber security training.</p> <ul style="list-style-type: none"> <li><b>Governor action plan update</b></li> </ul> <p>Governors were advised that the Governance Professional and the Chair have recently reviewed and updated the action plan and that all actions are being worked on.</p> <ul style="list-style-type: none"> <li><b>Link governor visits and reports</b></li> </ul> <p>The committee discussed the 5 link visits that have been completed during the autumn term 2. There was nothing to raise to the committee following these visits.</p> <ul style="list-style-type: none"> <li><b>Governance Strategy and Scheme of Delegation/Terms of Reference 2024/25 – review AC remits</b></li> </ul> <p>It was confirmed that following a period of consultation, the Scheme of Delegation has been agreed by the board for publication. In advance of the meeting, the scheme of delegation was shared with governors along with the changes. The governors confirmed they had no queries on the amends.</p>	
RP/YPA/027/2425	<p><b>Minutes of the meeting dated 19 November 2024</b></p> <p>The minutes of the meeting, having previously been received and agreed by the Executive Principal, Principal, and Chair were subsequently agreed by the Local Academy Committee and signed electronically by the chair.</p>	
RP/YPA/028/2425	<p><b>Matters Arising:</b></p> <p><b>RPA/YPA/016/2425</b> – To note, Ms Weeks’ link visits have been included in the GP report as per RPA/YPA/026/2425</p> <p><b>RPA/YPA/018/2425</b> – To note, the AIPs for both RPA and YPA were distribute to the committee in advance of the meeting.</p> <p><b>RPA/YPA/019/2425</b> – Please see RP/YPA/029/2425 on trips planned</p>	
RP/YPA/029/2425	<p><b>ERM Report</b></p> <ul style="list-style-type: none"> <li><b>Standards</b></li> </ul> <p><b>The governors noted</b> that there are 3 children accessing a primary Maths curriculum at Redgate <b>before asking</b> if this is a normal number. Mrs Gouthwaite advised that there is a</p>	

downward trajectory in terms of abilities with the cohort working at a 0-3yrs age. It was added that since the ERM data there are now 7 children working on a Y1 / Y2 Maths curriculum when they are chronological age of Y4, Y5 and Y6.

**The governors questioned** if Mrs Spacey having oversight of both academies has made a difference with the consistent approach. Mrs Spacey confirmed that it is making a difference albeit still in the early stages. Having one Executive Principal can help to focus and streamline pieces of work, albeit the 2 academies are very different. Yeoman Park has learnt a lot through the Ofsted visit and this information can be shared with Redgate Primary as they enter the Ofsted window. There is time to refine and be clear that with the right time and the right preparation, then this will ensure the academy is providing the best provision for the children with a variety of complex needs. **The governors then asked** for an update on Redgate's recommendations from their last Ofsted to which Mrs Gouthwaite confirmed the recommendations given have been addressed.

- **Behaviour and attendance/PD update**

**The governors praised** both academies on the work that has been done on improving attendance including Redgate getting 8 children out of persistently absence. **The governors questioned** what has contributed to the improvement in attendance. Mrs Gouthwaite advised that having the Family Support Advisor (FSA) in role has helped the academy to be rigorous in attendance and has been involved as soon as a child has dipped into persistently absent to avoid it spiralling. There has also been a change in cohort which has had a positive impact. The FSA can also complete welfare checks and can complete referrals to Early Help. **The governors asked** if this was the same at Yeoman Park, which it was confirmed it was. **The governors queried** if this role is one the academy have implemented or one that the Trust have rolled out. It was confirmed it is something the Trust have rolled out and that all the primaries now have an FSA and there is regular termly meetings for them to meet and share best practice.

- **P/Ex, FPS, persistent absence and alternative provision in place (number of days/pupils)**

It was confirmed there have been no suspensions at either academy.

- **Any surveys/audit/review reports**

**The governors asked** if Yeoman Park are happy that everything is going as it should be following the Safe Space review. Mr Hoop confirmed that the academy is always reviewing the use of safe spaces but that the academy obtained confirmation during the Ofsted visit that the academy are using the spaces appropriately.

- **Safeguarding - compliance and culture**

	<p>In advance of the meeting, the governors received the safeguarding checklists for both academies. The governors confirmed they were happy with both and asked Mr Hoop to add on to Yeoman Park's that governors have completed all their safeguarding training too.</p> <ul style="list-style-type: none"> <li> <b>Stakeholders</b>  Governors were advised that the local LA have stopped supporting CRB training, so the Trust are now looking at what providers are out there to support the academies in both pre and post incident support as well as legal support. Mr Hoop explained that the key is to have someone in the business that can train other staff so that training is always available. Mrs Gouthwaite noted that the LA are aware that there is not a special school provision available. </li> <li> <b>Identified academy risks - risk reports</b>  <b>The governors asked</b> for an update on the Yeoman Park build. Mr Hoop explained that the move has now been delayed to the Easter holiday as there is a desire not to underestimate the change this will be for both learners and staff. Therefore, the decision was made to postpone to the Easter holidays with the academy closing for an additional 6 days (2 days before the holidays and 4 days after the holidays) which has been approved by the Local Authority and the DfE. This has now been communicated out to parents.   <b>The governors queried</b> if there is an indication when the HLN funding will be sorted. Mrs Gouthwaite confirmed it is due to the academy not knowing what children will be joining the academy and what level of funding they will bring. Because of this, funding will always be on the risk register for both Redgate Primary and Yeoman Park. </li> <li> <b>Staff &amp; pupil well-being</b>  <b>The governors noted</b> that both academies are supporting other academies in the Trust with their SEN children which is fantastic <b>before asking</b> if this will overstretch staff at Yeoman Park and Redgate. Mrs Spacey explained that it will not overstretch the team as the collaborative working is a key part of the school improvement strategy across the whole of Diverse Academies. In addition to this, staff from the mainstream academies will also supporting the special academies on pieces of work. Any work will be agreed with the Principal, the staff member offering the support and the school that is receiving the support to negotiate appropriate time so there is no additional pressure. The academies will then look at backfilling time including if pieces of work need to be completed. Mr Hoop added that the special academies have provided guidance documents on how to work with SEN learners on the general principles to the mainstream academies. </li> </ul>	CH
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	<ul style="list-style-type: none"> <li>• <b>Data Protection (breaches/SARs/FOIA/Police requests), complaints, claims (no's/overview)</b> There were no questions from the governors on data protection, complaints and claims.</li> <li>• <b>In-year admissions numbers – all year groups</b> <b>The governors asked</b> if the academies have an idea on the intake numbers for September. Mrs Gouthwaite confirmed that Redgate have accepted up to 56 children albeit, tribunals are expected. Mr Hoop added that Yeoman Park's learner numbers will increase when the newbuild is open. The academy has agreed with the LA that the current learners will be moved and the transition for the new students has been delayed. There will also be a staggered increase once open, to ensure it is more appropriate for both the current and new learners.</li> <li>• <b>Policies/local policy appendix to review/ratify</b> The following policies were approved at the latest round of sub-committees and Board meetings in November. All policies were accompanied by summary pages: <ul style="list-style-type: none"> <li>• Health and Safety policy</li> <li>• Premises management policy</li> <li>• Relationship, sex and health education policy (RSHE)</li> <li>• Provider access policy</li> </ul> There were no comments from governors regarding the policies.</li> <li>• <b>H&amp;S Committee minutes</b> In advance of the meeting, the governors received copies of the H&amp;S committee minutes for both academies. The governors acknowledged these have been reviewed and there was nothing further to raise.</li> <li>• <b>Any Cat C trips/review</b> Governors were made aware of an upcoming Cat C trip to Portland Runs that Yeoman Park are looking to book. The learners will spend the day there and will make use of the zip wires and other activities. The trip is planned for the end of the Spring term and is one the academy has ran before. The governors approved this trip.  Redgate are also planning a trip to Lea Green for the Y6 children in July. Yeoman Park have held their residential there in previous years and Redgate have conducted site visits and completed the risk assessments. Governors were explained that a day trip has been deemed most suitable than a residential for this cohort. The governors approved this trip.</li> </ul>	
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<b>RP/YPA/030/2425</b>	<b>How has the Academy Committee held senior leaders to account</b> Challenge had taken place throughout the meeting in respect of: <ul style="list-style-type: none"> <li>Standards</li> <li>Risk</li> <li>Staff wellbeing</li> <li>Attendance</li> </ul>	
<b>RP/YPA/031/2425</b>	<b>How have Vision, Mission and Values of Trust/Equity been upheld</b> Academy Committee governors were satisfied that vision mission and values had been reviewed as part of the agenda and discussions taking place during the meeting.	
<b>RP/YPA/032/2425</b>	<b>Consider information to be advised to the Trust Board and complete the annual report</b> <ul style="list-style-type: none"> <li>The report was completed within the meeting and submitted to the Trust board.</li> </ul>	
<b>RP/YPA/033/2425</b>	<b>Determination of confidentiality of business</b> Academy Committee governors considered whether anything discussed during the meeting should be deemed as confidential. It was Resolved: <ul style="list-style-type: none"> <li>That confidential information was discussed within agenda items 024/2425 and 029/2425 should remain confidential to the meeting's attendees</li> </ul>	
<b>RP/YPA/034/2425</b>	<b>Date and time of next meeting</b> Tuesday 18 March 2025 Training Meeting: 10am Main Meeting 10.30am – 12pm Location via Teams	
	The meeting closed at 17.37pm Signed.....by the chair via email.....(chair) Date.....28.01.25....	